

The following is a list of Frequently Asked Questions (FAQs) for both Finalists and participating Federal agencies as of the date stamp below. These FAQs pertain the hiring fair and subject to change. Please check frequently for any updates. Thank you.

FINALISTS:

F1. *Who can participate in the PMF Program Office sponsored hiring fair?*

A1. Participating Federal agencies and all 2016 Finalists who have not accepted or started a PMF appointment may participate.

F2. *What if I cannot participate in the hiring fair?*

A2. We encourage Finalists to monitor the PMF TAS for appointment opportunities. In preparation for the hiring fair, agencies are continually posting new opportunities to the PMF TAS.

F3. *Is there any flexibility to the appointment deadline?*

A3. There is no flexibility to globally provide an extension to all Finalists. The 2016 appointment deadline is 12 months from the date 2016 Finalists were selected and announced. However, if an agency makes an appointment offer to a Finalist, he/she accepts the offer, and the agency cannot onboard the Finalist by the deadline, then the agency can formally request an extension to the appointment deadline. This is typically a result of completing a background investigation prior to the Finalist onboarding as a PMF.

F4. *Can I find PMF appointment offers on USAJOBS?*

A4. Rarely do agencies post PMF appointment opportunities to USAJOBS. Instead, agencies are strongly encouraged to use the PMF TAS to advertise for such opportunities. When in doubt, the Finalist should contact the Agency PMF Coordinator associated with the advertising agency.

F5. *How do I find the list of participating Federal agencies for the hiring fair?*

A5. Finalists should monitor the [Become a PMF\Find a Job\Job Fair](#) section at www.pmf.gov for updates to hiring fair information and related documents. A list of participating Federal agencies will be posted to the webpage and provided as a handout during the fair. The list will identify the participating agency, Agency PMF Coordinator, and their table numbers (once table assignments are made). Not all agencies participate in the fair and the list will be updated to reflect any last minute changes. Please check frequently for any updates.

F6. *How do I find the list of Agency PMF Coordinators?*

A6. The list of current Agency PMF Coordinators can be found on the PMF website by following the link and instructions posted on the PMF website.

F7. *What should I bring to the fair?*

A7. Bring a photo ID, check-in with Security, bring extra copies of your resume, and dress for success.

AGENCIES (Coordinators):

C1. *How can an agency/sub-agency participate in the hiring fair?*

A1. All agency personnel should inquire to their designated Agency PMF Coordinator. A list of current Agency PMF Coordinators can be found on the PMF website. All Coordinators will be sent a registration link to RSVP on their participation.

C2. *Is there any cost for agencies to participate?*

A2. No, there are no additional costs for participating agencies.

C3. *Will space be provided to conduct interviews during the fair?*

A3. Yes, with limits. Due to the nature of the venue, interview tables will be allocated once the known number of agencies becomes available. Agencies can also conduct phone interviews and/or invite Finalists to their agency for interviews. We encourage Agency PMF Coordinators to coordinate all interviews and we have created an [Interview Scheduling Sheet](#) to help facilitate.

C4. *Will all Finalists be participating?*

A4. The PMF Program Office will invite all Finalists; however, attendance is at their expense. Agencies may reach out to Finalists directly at any time during the appointment eligibility period.

C5. *What should I bring to the hiring fair?*

A5. All agency personnel will need to show their Government ID to gain access to the facility and/or check-in. We suggest each participating agency have their Agency PMF Coordinator present, arrange for a representative from your HR Office to be present, bring extra copies of any appointment opportunities, a means for scheduling interviews, and making tentative appointment offers. All agency participants will be issued a ribbon to affix to their ID for their participation during the fair.

C6. *What if I have additional questions?*

A6. Contact your Agency PMF Coordinator. Coordinators serve as the liaison between Finalists, Fellows, and the PMF Program Office. Additional hiring fair information is available under the [Agencies\Find Candidates\Job Fair](#) section at www.pmf.gov.

C7. *Do all appointment opportunities have to be posted in the PMF TAS?*

A7. No; however, the PMF Program Office strongly encourages agencies to post their appointment opportunities in the PMF TAS. Finalists are instructed to monitor the PMF TAS for such opportunities and to contact Agency PMF Coordinators for inquiries and questions. Agencies must ensure all hiring processes are followed (e.g., applying veterans' preference).